



# Examination

## California State Lands Commission

*The California State Lands Commission guarantees equal opportunity to all regardless of race, sex, religion, national origin, ancestry, age, marital status disability or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.*

### SENIOR PERSONNEL SPECIALIST

#### THIS IS A DEPARTMENTAL PROMOTIONAL EXAMINATION – SPOT SACRAMENTO – FOR EMPLOYEES OF THE CALIFORNIA STATE LANDS COMMISSION

**FINAL FILING DATE: June 8, 2009**

**HOW TO APPLY:** Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason.

Submit applications to:

California State Lands Commission  
100 Howe Avenue, Suite 100-South  
Sacramento, CA 95825-8202  
Attn: Personnel

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

#### NO WRITTEN TEST REQUIRED

The entire examination will consist of an interview or an experience and education evaluation.

**QUALIFICATIONS APPRAISAL PANEL INTERVIEW:** It is anticipated that interviews will be held in **June/July 2009**.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the Qualifications Appraisal Panel Interview.

Interviews will be scheduled in Sacramento.

**SALARY RANGE:** \$3,658 - \$4,446 per month

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the entrance requirements for this examination by **June 8, 2009**, the final filing date.

Experience applicable to the following pattern:

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.

#### THE POSITION

This is the expert journey level of the series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist", researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheet, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (i.e., training, workload, etc.) over lower-level staff.

#### POSITION MAY EXIST IN SACRAMENTO

#### ADDITIONAL DESIRABLE QUALIFICATIONS

Familiarity with automated systems.

#### EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

**If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.**

#### QUALIFICATIONS APPRAISAL – WEIGHTED 100%

### SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

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KY36/1317 EXAM CODE: 10409BH

TDD is Telecommunications Device for the Deaf and reachable only from phones equipped with TDD Device  
California Relay (telephone) Service for the deaf  
or hearing impaired.  
From TDD phones: 1-800-735-2922  
From voice phones: 1-800-735-2929

SCOPE:

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

- A. Knowledge of:
1. Current office methods, procedures, equipment, and basic math principles;

2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.
- B. Ability to:
1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions;

2. Independently interpret and use reference material;

3. Give and follow directions;

4. Gather data;

5. Design and prepare tables, spreadsheets, and charts;

6. Advise employees of their rights;

7. Consult with supervisors on alternative actions

which they may take on various transaction situations;

8. Communicate effectively;
9. Operate a computer keyboard/terminal;
10. Establish and maintain cooperative working relations with those contacted during the course of the work;
11. Organize and prioritize work;
12. Create/draft correspondence;
13. Maintain personnel records;
14. Represent the department on intra/interdepartmental teams;
15. Coordinate a variety of personnel/payroll transactions;
16. Research critical transactions and recommend alternative solutions.

**ELIGIBLE LIST:** The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans’ Preference will not be granted in this examination.  
Career Credit Points will not be granted in this examination.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the State Lands Commission Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility to contact the State Lands Commission Personnel Office at (916) 574-1910 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department and the State Lands Commission.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the services if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional; 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in open non-promotional examinations is granted as follows: five (5) points for veterans; and ten (10) points for disabled veterans. Directions for applying for veterans preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, the State Lands Commission, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.